



CENTRAL FLORIDA ROADRUNNERS OFFICERS AND KEY ROLES



President: Dan Smyth

Leader of the chapter and preside over meetings. Assures chapter representation at the Governing Board Meetings. Makes committee assignments and encourages membership growth.



Vice President: Karen Fortin

Assist Chapter President and serves as presiding officer in the absence of the President. In Central Florida Roadrunners, the Vice President is the Wagon Master who is responsible for planning and contracting our rally locations.



Secretary: Jane Wolf

Chapter secretary keeps accurate, up to date records of the chapter's membership, the results of any election and annual chapter certification and reports to the National Office. Expected to keep a formal record, usually called minutes, of the proceedings of all meetings.



Treasurer: Bob Guinan

Chapter treasurer receives and holds all chapter funds. Treasurer is responsible for maintaining chapter's EIN and for annually filing form 990N electronically with the IRS to maintain chapter's tax-exempt status. Treasurer is responsible for creating chapter budget and reporting expense/revenue as often as monthly, but at least semi annually



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National Director: Willard Nickisch

Keep chapter informed of items pertaining to the national organization and of the FMCA areas, as well as keeping the national organization apprised of items happening on the chapter level. Participation in and voting during Governing Board meetings.



Webmaster: Steve Fortin

Webmaster: Ensure that the website is secure, functional, visually appealing, user-friendly, and consistently updated. Control and monitor access and use of Central Florida Roadrunner group on Facebook. Control and maintain access to Central Florida Roadrunner Google Apps (GMail, Google Drive and associated documents, Contacts and Electronic Distribution Lists)



Beeper Editor: Steve Fortin

Plans, revises, and coordinates material for publication, sets and enforces deadlines. Develop and manage the CFR website based on the direction of the officers of the club. Ensure that the website is secure, functional, visually appealing, user-friendly, and consistently updated.